# INFORMAL LETTER 3

You should look at the webpage on the next page and study the information carefully to write your email.

Your cousin has seen this webpage on activities for youths. Your cousin is keen to take part in some of the activities and would like you to join him/her.

Send an email to your cousin stating:

- two activities you and your cousin should participate in
- two activities you and your cousin should not participate in
- the activity you would enjoy the most with your cousin and why you think so

Write your letter in clear, accurate English and in a friendly and enthusiastic tone that will show your cousin how keen you are to take part in the activities.

You should use your own words as much as possible.

# We're celebrating our Youths this month! Be a part of these activities!

#### K-POP DANCE CAMP

This two-day camp organised by Starz Academy will be conducted by well known Singapore cheographer Alex Toh, together with a Korean dance instructor. You will be learning basic K-Pop dance moves and putting what you have learnt to use by putting up your own performance!

#### RECYCLING DRIVE

This year we will hope to visit as many blocks as possible to collect old newspapers, magazines, books and clothes. Volunteers are needed to collect the items from the houses and sort them out at the collection centre. This is a full day event, starting from 7am and ending at 10.30pm. Meals will be provided.

### Pulau Ubin Cycling Adventure

If you enjoy cycling and would like to try something different, come on down to Pulau Ubin for this 6km cycling adventure. You do not have to be a skillful cyclist but if you want to challenge yourself, there are more challenging paths you can take. Enjoy the tranquillity of nature in this little island that is just off the northeast coast of Singapore.

### Fun Art

Polymer clay is not just for children. Even teens and adults have enjoyed moulding this versatile material to create their own figurines and objects. Learn colour mixing and the creating of different textures to mimic actual substances. Create any object you want. You are only limited by your imagination!

## A CAPPELLA CLASS

This a cappella class is for anyone who is interested in being part of an a cappella group. Beginners are welcomed. You may join as an individual or with your friends. You will learn the techniques of harmonising in a group and you will learn how to sing your favourite song in a cappella.

Hi Jarrod,

I was glad to receive your email. It's been such a long time since we last spoke. I cannot wait to take part in the activities with you.

The activity that caught my attention was the K-Pop dance camp. Since we both enjoy listening to K-Pop, I'm sure this camp will be very interesting for us. It will also be a dream to be taught by Alex Toh. I've heard so much about him! I'm sure a class conducted by him will be an **eye opener**. There will also be a Korean dance instructor. That means the dance moves taught will certainly be **authentic**. This is one activity that will certainly be worth attending.

The other activity I think we should attend is the a cappella class. Do you remember watching the movie 'Pitch Perfect'? The songs were given a **twist** when sung a cappella. I thought the songs sounded so much better. I would love to be able to **harmonise** in a group like the actors, wouldn't you? You were in the choir in primary school so you should not have problems with this class. This class will be fun!

Of all the activities, I think the Pulau Ubin cycling adventure is the least suitable for us. We are such terrible cyclists; we won't be able to enjoy the trip. Do you remember how we almost fell off our bicycles cycling along the straight bicycle path in the park? It was so embarrassing! We hardly cycle nowadays as well. I think going cycling in Pulau Ubin will be extremely dangerous even though we don't have to be skilful cyclists to cycle there. We don't have to go on the cycling trail in Pulau Ubin if we want to enjoy the **tranquillity** of nature. There are many other places we could do that.

The other activity is Fun Art. I think **manipulating** polymer clay is not our cup of tea. I can't think of any figurine or item I would enjoy creating with the clay. I think it would be **dull** to sit at a table for hours playing with clay. You wouldn't like that, would you?

I think we would enjoy the K-Pop dance camp the most since we are both avid K-Pop fans. We would learn the basic moves that we have seen in all the K-Pop music videos and it would be interesting to put up our own performance. It'll also be a great time to meet like-minded K-Pop enthusiasts like ourselves!

Paragraph Topic

Paragraph 1 Introduction: Purpose of letter

Paragraph 2
K-Pop dance camp caught the writer's attention

Paragraph 3
A cappella class is another activity to attend

Paragraph 4

Do not go for the Pulau

Ubin cycling adventure

Paragraph 5 Do not join Fun Art

Paragraph 6
Will enjoy K-Pop dance camp the most

Your cousin, Caleb



The writer makes the letter more interesting by showing the close relationship he has with his cousin with information about events prior to the email.

#### Vocabulary

- 1. **eye opener**: to experience something that is new
- 2. authentic: genuine
- 3. **twist**: something new
- 4. **harmonise**: to put musical sounds together in a pleasant way
- 5. **tranquillity**: calm and peaceful
- 6. **manipulating**: to handle something in a skilful manner
- 7. **dull**: not interesting
- 8. **enthusiasts**: to be very interested in something

#### @ Word Vse 80

Make use of emotive words and phrases to convey your thoughts in an informal letter.

- glad to receive your email
- cannot wait to take part
- enjoy listening to K-Pop
- love to be able to
- won't be able to enjoy the trip
- so embarrassing
- not our cup of tea
- dull to sit at a table
- interesting to put up
- great time to meet

Emotive words and phrases can be intensified through the use of other phrases. For example, instead of saying 'I've very happy to hear that you're visiting Singapore.', we can say 'You won't believe how happy I am to know that you're visiting Singapore.'

Note that although some emotive words have about the same meaning, they vary in terms of the degree of emotion. For example, the following sets of words range from the least feeling to the most feeling.

surprised → amazed
pleased → happy → thrilled
qlum → miserable → depressed